

BERKELEY COUNTY GOVERNMENT

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE CLERK 4 (PS100736)

DEPARTMENT: BERKELEY COUNTY LIBRARY – Goose Creek Branch

JOB SUMMARY/ESSENTIAL FUNCTIONS: Provides reference services to library customers (walk in and telephone) utilizing Internet, online databases and a variety of print and non-print resources. Other responsibilities include providing quality customer service, conducting readers' advisory, and assisting customers to use computers and various types of print and electronic library resources. Makes recommendations of materials for reference and other areas of the collection. Performs other related duties as assigned.

QUALIFICATIONS:

High school graduation or equivalent and three (3) years related administrative or library experience. The ideal candidate has strong customer service skills and non-retail experience. Candidates with restaurant and/or cashiering experience will not meet the desired criteria for this position.

Word and Excel experience required.

Basic Skills score **64** is required for this position. Word score of **33** is required for this position. Excel score of **28** is required for this position.

Skilled in the use of general office equipment.

Departmental testing may be administered during interviews.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

Thirty-seven and one half (37.5) hours per week between the hours of 8:45 a.m. and 7:15 p.m. *These positions are currently scheduled to work two (2) closing shifts per week and every other Saturday.* Current Goose Creek library hours are: Monday through Thursday 9:00 a.m.-7:00 p.m.; and Friday & Saturday 9:00 a.m.-5:00 p.m. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations. Hours of operation are determined by the Library Board and are subject to change. Shift assignments are based on need and are made at the discretion of the Library Director and Branch Supervisor. Must be able to substitute at any other Berkeley County Library where need demands additional staffing.

Please contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163) for an application or visit our website at www.berkeleycountysc.gov

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

Administrative Clerk 4 - Grade C10

Entry Level Bi-Weekly Rate of Pay Range: \$851.93 - \$979.71

Date of Posting: 09/21/12

Closing Date: Subject to close at any time

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.
THE EMPLOYMENT APPLICATION MUST BE FULLY COMPLETED.
INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED.***